



***Fire and Rescue Branch***



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# California Fire Service and Rescue Emergency Mutual Aid System

# Assistant Chief

State Fire and Rescue Coordinator

**Arnold Schwarzenegger**  
Governor

**Henry R. Renteria**  
Director, Governor's Office of Emergency Services

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# ASSISTANT CHIEF

State Fire and Rescue Coordinator

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KIM ZAGARIS, Chief  
Fire and Rescue Branch

# INTRODUCTION

This document is intended to better acquaint you with the position of Assistant Chief, State Fire and Rescue Coordinator, (hereinafter referred to as Assistant Chief), within the Governor's Office of Emergency Services (OES). A more thorough understanding of the position will enable fire officials to better utilize them in planning, operations and training activities involving the statewide Fire and Rescue Mutual Aid System and available resources.

Primary concern of the Assistant Chief is the Statewide Fire and Rescue Mutual Aid System. The Fire and Rescue Branch of the Office of Emergency Services is responsible for coordination and implementing the California Fire Service and Rescue Emergency Mutual Aid Plan. The Plan provides for the mobilization, organization, and operation of fire and rescue resources within the state to minimize the effects of disaster. Within each of their assigned regions, the Assistant Chiefs are responsible for the day-to-day readiness of the mutual aid system

The key to successful fire service emergency operations is planning. Understanding the capabilities and limitations of other agencies and the Statewide Fire and Rescue Mutual Aid System provides a basis for emergency planning and decisions by the command/staff organization.

No community has the resources which may be needed to effectively handle all the potential emergencies with which it may be faced. The foundation of California's emergency planning is a statewide system of mutual aid in which each local entity relies first upon its own resources, then requests mutual aid assistance from Operational Area, Region, and State resources as needed.

# **ASSISTANT CHIEF, State Fire and Rescue Coordinator**

## **FIRE SERVICE BACKGROUND**

All Assistant Chiefs in the Office of Emergency Services Fire and Rescue Branch have prior suppression, administrative and supervisory backgrounds in the fires service of city, county, state, or federal government.

## **SELECTION PROCESS**

Entry into the Office of Emergency Services Fire and Rescue Branch is through the competitive civil service examination process.

## **ORGANIZATION**

The Office of Emergency Services is the agency within the Governors' Office responsible for coordinating disaster assistance by state agencies, and planning for and mobilizing mutual aid resources throughout the state.

Six Assistant Chiefs are assigned a specific geographic area; one Assistant Chief is assigned as Support Services Manager, Riverside OCC, and one Assistant Chief is assigned to the Urban Search and Rescue Program.

## **NON-EMERGENCY FIELD OPERATIONS**

In all aspects of their duties, the Assistant Chief's responsibilities and assignments represent the Chief, State Fire and Rescue Coordinator and the Office of Emergency Services within their respective geographic area. They also serve as agency representative and contact for the local fire service.

To meet the responsibility of effective implementation and operation of the California Fire Service and Rescue Emergency Mutual Aid Plan, the Assistant Chief must:

1. Establish effective working relationships with the Regional and Operational Area Fire and Rescue Coordinators.
2. Establish a working relationship with local fire service agencies and solicit the necessary cooperation and support for all aspects of the California Fire Service and Rescue Emergency Mutual Aid Plan.

3. Assist fire and rescue agencies in the development, exercise and testing of local, operational area (county) and regional fire and rescue mutual aid plans. Such plans are an integral part of the State Plan.
4. Provide ongoing information flow relative to the statewide Fire and Rescue Mutual Aid System and its organization. This is accomplished through day-to-day contact, attendance at fire chiefs' meetings, serving on mutual aid/disaster planning committees, etc.
5. Assist Regional and Operational Area Fire and Rescue Coordinators in the collection and processing of fire and rescue resource inventories of local fire agencies.
6. Keep region, area and local fire officials informed relative to the current status of activities, programs and projects of the Fire and Rescue Division and their impact upon the Statewide Fire and Rescue Mutual Aid System.
7. Keep the Chief, State Fire and Rescue Coordinator informed of current activities, concerns, issues and problems common to fire service agencies within his field assignment area.

The Assistant Chiefs are charged with the responsibility of supervising the joint agreements between local jurisdictions and the State for assignment of OES Fire and Rescue equipment and apparatus. Such responsibility includes on-site inspection and inventory, coordination of necessary repairs and replacement of lost or damaged OES owned equipment. When requested, they will provide assistance in developing apparatus specifications and purchasing procedures.

## **TRAINING PROCEDURES**

Assistant Chiefs can be of valuable assistance in planning, scheduling, and conducting training programs for mutual aid operations. It is not unusual for drills and exercises to include OES Communication vehicles and other support resources to provide participants hands-on experience in their operation. If you desire any of the following training programs, contact the Assistant Chief for your area or process a request through your Operational Area Fire and Rescue Coordinator.

1. OES Engine Strike Team Leader.
2. OES Communication Systems.
3. OES Special Equipment and Support Systems.
4. California Master Mutual Aid Agreement & Fire & Rescue Mutual Aid System Organization.

5. Forest Agencies California Fire Assistance Agreement.
6. FIREScope Program.
7. Urban Search and Rescue Program.

The above programs are supported by training manuals, handouts, slide programs and narrative presentation.

## **EMERGENCY FIELD OPERATIONS**

When disaster strikes an area within the state causing injury, death or property damage and becomes an extended operation or creates more than average public attention, the Office of Emergency Services will receive numerous telephone calls and inquiries from news media, concerned local and state officials, fire services, other public agencies, and concerned citizens.

Demand for updated, factual information regarding the emergency can be overwhelming. To meet these immediate demands and to ensure credibility of information relative to the emergency, and Assistant Chief may be dispatched to the scene for information gathering purposes.

## **ON SCENE**

The Assistant Chief will establish communication with the Incident Command staff in an attempt to gather factual information, both immediate and projected. This information will then be passed through the mutual aid system, including the OES Fire and Rescue Branch in Sacramento. Timely information will assist the statewide organization in anticipating needs, alerting resources, and informing the Governor's Office when situations escalate.

The Assistant Chief can prove to be a valuable asset for the Incident Commander and his staff since he is familiar with various resources and personnel in the area.

## **ON-SCENE DUTIES AND RESPONSIBILITIES**

At the scene of an emergency, the Assistant Chiefs are responsible for:

1. Establishing contact between all elements of federal, state government and local fire and rescue officials.
2. Movement of inter-regional fire and rescue resources.

3. Direct assistance to small departments with fire and rescue command and control problems, when requested.
4. Acting as agency representative for local government, fire service agencies and OES Fire and Rescue Division resources on the incident.
5. Coordination local government and OES engine maintenance and repairs on scene. Provide guidance and direction for any matters affecting local government and OES state-owned resources and personnel assigned thereto.
6. Ensuring all local government, and OES resources and equipment is properly demobilized, verify the inventory of each resource, collect the Emergency Activity Record for each OES apparatus. Provide contact point for all local government and OES Strike Team Leaders and their personnel. Provide operational and technical information regarding local government and OES Fire and Rescue resources.

## HOW TO CONTACT THE OES FIRE AND RESCUE COORDINATOR

Response time to an incident for an Assistant Chief may vary from one to five hours.

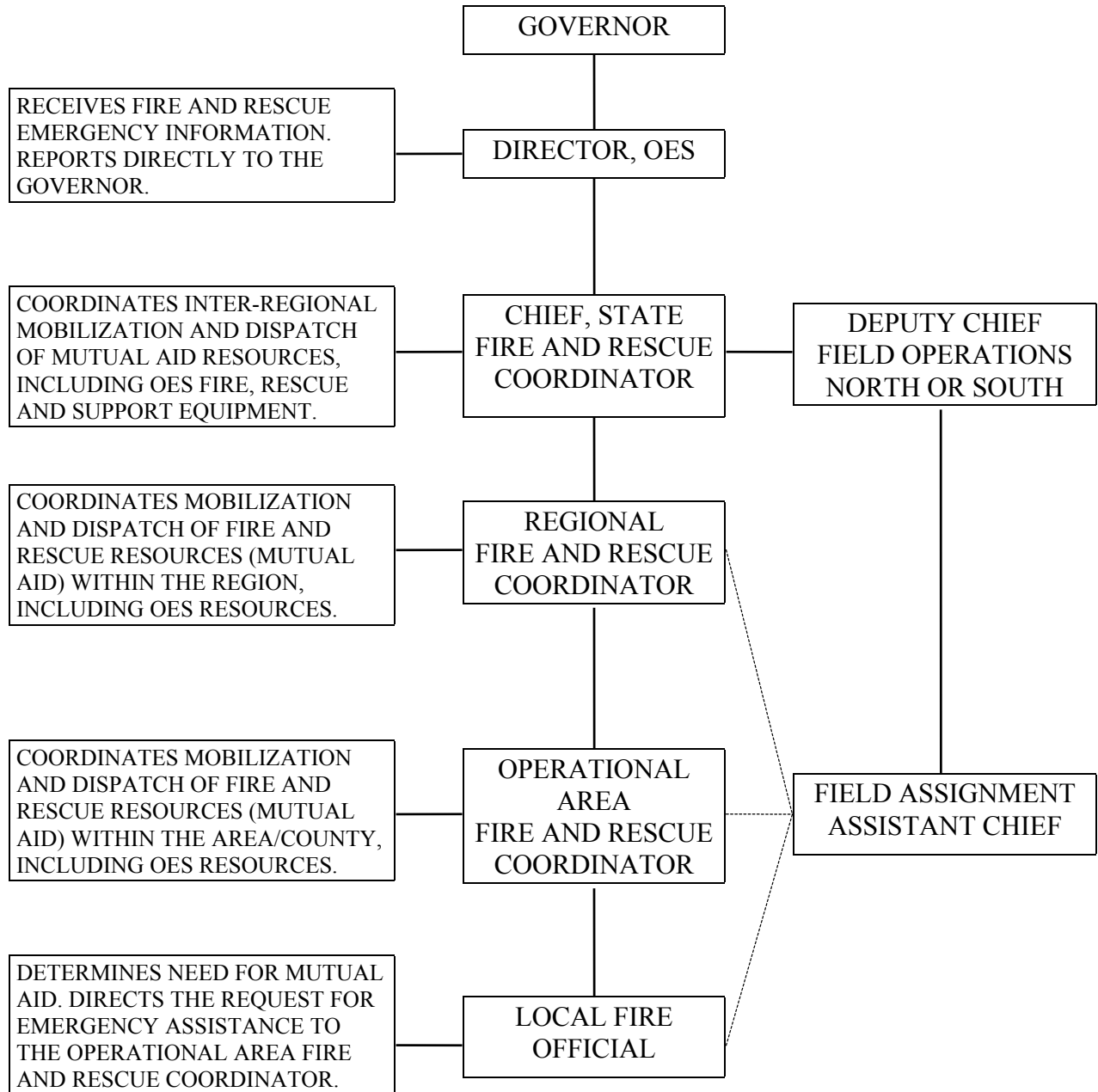
**IMPORTANT:** *Information regarding an emergency should be exchanged between the local fire official and Operational Area Fire and Rescue Coordinator as soon as possible. Pertinent information is sent on to the Regional Fire and Rescue Coordinator who in turn, informs the Chief, State Fire and Rescue Coordinator.*

*This process alerts the fire and rescue mutual aid organization to commence planning for mobilization and dispatch of mutual aid resources - statewide if necessary.*

## REMEMBER

The Assistant Chiefs are available to work with and assist you in mutual aid planning training and emergency operations. They represent the Chief, State Fire and Rescue Coordinator, Office of Emergency Services, and the Governor's Office. They are members of the team which coordinates statewide mutual aid, response of state agencies and disaster assistance during periods of extreme peril.

# STATEWIDE MUTUAL AID SYSTEM FIRE SERVICE ORGANIZATION STATEWIDE COORDINATION



————— DIRECTION AND CONTROL

----- COORDINATION AND SUPPORT



# OES Fire and Rescue Branch Regional Map

